

## **Request for Qualifications (RFQ) For Architectural and Engineering Design Services**

### **Introduction**

The Town of Kitty Hawk, located in the Outer Banks of North Carolina, is seeking qualified firms to provide architectural and engineering services for the design and contract administration for a project that will include renovation and additional construction of a Town owned building, located at 5200 N. Croatan HWY. The purpose of this project is to accommodate the Town's Police Department.

### **Project Description**

The Town Kitty Hawk is requesting Statements of Qualification (SOQ) for professional architectural, design, consulting services for the Design and Construction for the Town's property located at 5200 N. Croatan Highway. This project will include building remodeling and new construction to house the Town's Police Station.

The intent of this Request for Qualifications (RFQ) is to solicit Statements of Qualification (SOQ) from firms qualified and interested in the project.

The Town Kitty Hawk plans to select a firm to develop the design construction documents, assist the Town with site planning and construction administration.

### **Scope of Work**

The work elements may include, but not be limited to the following:

- Work from the already completed Schematic Design
- Oversee site planning
- Construction Document Development
- Bid Phase Services
- Construction Administration Services and Project Closeout

### **Content of Response to Request for Qualifications:**

***Interested firms must have recent experience in police station facilities design and construction.***

Interested firms must submit four (2) written and bound responses and one electronic PDF copy no later than **3:00 PM EST on February 8, 2023**. The electronic PDF copy should be submitted on a single USB drive with the bound copies. All written responses and the USB drive responsive to this Request for Qualifications should be addressed to:

**Melody Clopton, Town Manager**

**U.S. Mail:**

P.O. Box 549

Kitty Hawk, NC 27949

**Parcel or in person delivery:**

101 Veterans Memorial Drive

Kitty Hawk, North Carolina 27949

**Subject: Police Department Project**

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Any questions related to this Request for Qualifications should be directed to Melody Clopton at [mclopton@kittyhawktown.net](mailto:mclopton@kittyhawktown.net) or 252-261-3552.

- The USB drive should only contain the one PDF file and only that one file will be reviewed.
- Both the written copies and USB drive must be received by the deadline above. Responses received after the deadline above will not be accepted or considered Late qualification packages will be deemed invalid and returned unopened to the firm.
- Responses submitted must be concise and address the objectives requested.
- Responses shall be limited to a maximum of 20 single-sided pages, excluding Items 1, 10 and 13 below. Firms providing responses shall be licensed, insured and responsible for complying with North Carolina laws, regulations, and local ordinances.
- The Town of Kitty Hawk reserves the right to waive any informalities, to reject all responses to the Request for Qualifications, and to accept any responses which in its opinion may be in the best interest of Town of Kitty Hawk.

**Statements of Qualifications**

- Statements of Qualifications shall address the following, at a minimum, and should conform to the following numbering system:
  1. Letter of transmittal identifying contact person
  2. Statement substantiating firm's understanding of project objectives and task assignments
  3. Proposed timeline for the programming, design, permitting, bidding, and construction phases of the project
  4. Company background and history
    - a. A brief history of the firm
    - b. Resumes of the principals
    - c. Firm's State license number
  5. List similar design work performed by the company over the last 5 years
    - a. Include, at a minimum: size, scope, cost, location, dates, time adherence, and owner contact
    - b. List similar work performed by the company beyond 5 years, including size, scope, location, and year of completion
  6. Identify the proposed project architect (person directly responsible for the

design and production of working documents) and the proposed principal-in-charge and/or project manager (if different from the project architect)

- a. Include five projects the proposed project architect completed in the last five (5) years. For each project, include size, scope, cost, location, owner contacts, date completed versus original scheduled completion date, final actual cost versus initial budget, and percent of change orders issued for the project. Projects listed in Number 5 above may be included.
  - b. List other work performed by the proposed project architect while with present firm
  - c. Include resumes of project architect and project manager
- 7.** List the firm/consultant and individual(s) who will perform or be responsible for the close supervision of the following design work:
  - a. Architectural Design
  - b. Civil Engineering
  - c. Structural Engineering
  - d. Mechanical and Plumbing Engineering
  - e. Electrical Engineering
  - f. Equipment Design
- 8.** Provide three (3) client references (other than items 5 and 6 above). Local government references are preferred.
- 9.** Describe the levels and types of technology used by your office.
- 10.** Describe previous litigation or arbitration in which your firm has been involved and the outcome during the past five (5) years.
- 11.** Describe your firm's approach to construction administration. How will you ensure that the contractor meets the owner's objectives in terms of schedule, cost control, and quality control? List the person who will be providing construction administration and include their resume. Furnish project data on the firm's two most recent construction administration projects (with data on time and schedule). Indicate the percentage of change orders for these projects.
- 12.** State any history or present condition that would put the firm in a conflict of interest in the design and/or construction of the project. Attach any supporting material to your response.
- 13.** In addition to the transmittal letter, the Non-Collusion Affidavit must be signed by a principal of the firm or an officer of the corporation duly authorized to bind the corporation.

**Method of Evaluation:**

The Town Kitty Hawk will assemble a committee to review the responses to this Request for Qualifications in a timely manner. It is anticipated that a short list of firms will be developed and that interviews will be scheduled with these firms. The committee will then select the firm that it deems to be the most qualified firm based on competence and qualification related to the Scope of Work listed above and will seek to negotiate a contract and fee for the services to be provided. If a satisfactory contract and fee cannot be agreed to, the Town will negotiate with the firm deemed to be the second most qualified. Once a contract and fee have been agreed to, the Town Manager will submit the same to the Town Council for approval and authorization to proceed.

Responses to this Request for Qualifications will be evaluated based on the following:

1. Relevant experience with similar projects.
2. Qualifications and experience of project manager and project team members.
3. Capability of firm to perform the Scope of Work.
4. Understanding of the Scope of Work.
5. Approach to completing the Scope of Work.
6. Plan and timeframe to complete the Scope of Work.
7. Client references.
8. The degree to which sufficient information was provided in the Request for Qualifications.

**General Terms and Conditions:**

1. All costs incurred by the Proposer associated with RFQ preparations and subsequent interviews and/or negotiations, which may or may not lead to execution of an agreement, shall be borne entirely and exclusively by the Proposer.
2. All responses, inquiries, or correspondence relating to the RFQ will become the property of the Town Kitty Hawk when received and will not be returned.
3. The Town Kitty Hawk reserves the right to refuse any or all packages received that do not meet the criteria listed above or that are received after the due date and time.
4. The Town Kitty Hawk reserves the right to expand the scope of the project with the selected organization based on the results of the initial study.
5. The Town of Kitty Hawk encourages all businesses, including DBE, minority and women owned businesses to respond to all Request for Qualifications.
6. If any subconsultants or contractors will be used the successful firm shall provide the Town a list of any subconsultants and be responsible for all services performed.
7. Nothing contained in any contract resulting from the RFQ will create any contractual relationship between the Town and the subcontractor.

8. The selected firm will be expected to maintain in force, at his own expense, such insurance as will protect the firm and the Town, to include professional liability (E&O) from claims which may arise out of or result from the firm's execution of the work, whether such execution be by himself, his employees, agents, subcontractors/engineers, or by anyone for whose acts any of them may be liable.

### Non Collusion Affidavit

State of North Carolina

\_\_\_\_\_ (name) Being the first duly sworn, deposes  
and says that:

He/She is the \_\_\_\_\_ (title) of \_\_\_\_\_ (firm's  
name) the responder that has submitted the attached response.

He/She is fully informed respecting the preparation and contents of the attached  
response and of all pertinent circumstances respecting such response.

Such Response is genuine and is not a collusive or sham response;

Neither the said responder nor any of its officers, partners, owners agents,  
representatives, employees or parties in interest, including this affiant, has in any way  
colluded, conspired, connived or agreed, directly or indirectly, with any other responder  
firm or Person to submit a collusive or sham response in connection with the contract  
for which the attached response has been submitted or to refrain from responding in  
connection with such contract, or has in any manner, directly or indirectly sought by  
agreement or collusion of communication or conference with any other responder, firm  
or person to fix the price or prices in the attached response, if applicable, or of any  
other responders, or to fix any overhead, profit or cost element of the response price of  
the response, if applicable, of any other responder or to secure through collusion,  
conspiracy, connivance or unlawful agreement any advantage against the Town of Kitty  
Hawk or any person interested in the proposed contract.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Title

#### **Notarize**

Subscribed and sworn to before me, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public \_\_\_\_\_

My Commission Expires: \_\_\_\_\_